

PRINT CREDENTIALS

Access Path: EMS > [Competition Management](#)

EMS allows you to print credentials for your event participants. All participants (competitors, coaches, chaperones, officials, LOC members, medical, event media, vendors/media, volunteers and team service personnel) are required to be fully compliant before receiving a credential. Credentials are printed on letter sized (8.25" x 11") paper. The credential color aligns with the role. See page two for the color key table as well as a sample credential.

The front view displays the individual's personal information, role and the competition logo that was uploaded to EMS. The back displays the same color.

1 After logging in to Members Only (m.usfigureskating.org) click **Competition Management > Event Reports > Credentials**.

2 On the **# per page** dropdown, select 4-up or 6-up.

3 Select from the **Color** dropdown options: full color, color bar, logo only (no role color).



Best Practice: Use full color or color bar to be easily identified.

4 Pick from the **Front/Back** dropdown options: front only or front & back.

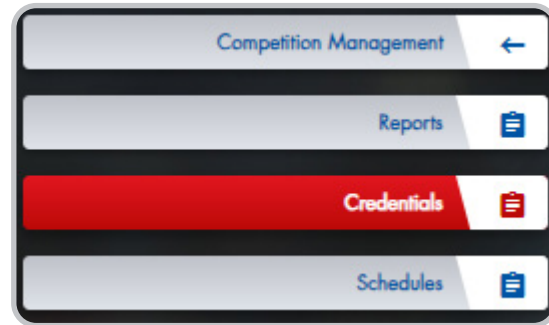
5 On the role **Role** dropdown, select the appropriate credential to print:

- Competitor
- Coach
- Chaperone
- Official
- LOC Member
- Medical
- Event Media
- Vendor/Media
- Volunteer
- Team Service Personnel

6 There are three **Template Type** dropdown options to print:

- Blank: no role or name is output
- Generic: role is output, leaving you the ability to write in or use a label to put the name on
- Name Specific: role and specific name is output

7 Click **Create/Download** to generate the credentials. Download and open your PDF.



Credentials

Use the options below to create a downloadable file that can be printed on 8.5" x 11" paper.
Front - Name will output if choosing name specific. Role will output if choosing name specific or generic. The logo will always be displayed.
Back - Front color image or bar will replicate on the back, if selected. This is a best practice so the access color is always displayed.

1 # per page: 4-Up 6-Up (formatted to Avery 74541)

2 Color: Full Color Color Bar Logo Only (no role color)

3 Front/Back: Front Only Front & Back

4 Role: Competitor

5 Template Type: Select Template Type... Generic Name Specific

6 Select Role... Competitor Coach Chaperone Official LOC Member Medical

7 Create/Download

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Credential Color Key

Credential Color	Participant
Orange	Competitor
Blue	Coach
Green	Chaperones
Grey	Official
Grey	LOC Member
Light red	Medical
Dark Red	Event Media
Yellow	Vendor/Media
Black	Volunteer
Green	Team Service Personnel